

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Existing and New Office Building Space Requirements

FROM:**EXTENSION****NO.**

OC-0851-84

Executive Assistant, OC

DATE

2 October 1984

TO: (Officer designation, room number, and building)**DATE**

RECEIVED

FORWARDED

**OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. C/OL-NBPO
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CONFIDENTIAL

OC- 0851-84

2 OCT 1984

MEMORANDUM FOR: Chief, New Building Program Office, OL

FROM: [REDACTED]

Executive Assistant, OC

SUBJECT: Existing and New Office Building Space
Requirements [REDACTED]

1. The purpose of this memorandum is to reaffirm the below listed points that have been proposed and/or agreed upon with regard to OC space requirements in the existing and New Office Building (NOB):

° Total OC space requirement for the NOB is approximately [REDACTED] square feet;

° Total OC space requirement for the existing building once all relocations are effected is approximately [REDACTED] square feet, which is up circa [REDACTED] square feet from what you now reflect in your data base. As discussed with [REDACTED] of your staff and in addition to the Telephone Branch space listed, our plan is to relocate the existing computer room [REDACTED] square feet) adjacent to the Operations Center [REDACTED] square feet) currently being constructed. When the Senior Watch Officer/Operations Center functions eventually move to the NOB, that space (approximately [REDACTED] square feet) would be utilized as the cable dissemination point for the existing building. Pam has indicated that this proposal is acceptable to your staff and recognizes it as an effective and efficient utilization of space in that corridor.

° For planning purposes, we propose locating the D/CO and AMD on level II; CSD and MLS on level III; and the DND Front Office, ED and FND on level I. As indicated to [REDACTED] with exception of the D/CO space, this is entirely flexible, and we will work closely with her on fitting the Offices in.

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SUBJECT: Existing and New Office Building Space Requirements

25X1 ° DND will be providing a detailed breakdown of
 systems and group/branch locations with regard to the
 Ground level and computer configured areas.

25X1 2. We would appreciate a set of drawings for use as we move
 ahead in planning space allocation for the NOB.

25X1 3. If you have any questions or require any additional
 information you may contact me

S E C R E T